



LAKE COUNTY GOVERNMENT CENTER

2293 NORTH MAIN STREET

CROWN POINT, IN 46307

(Internal/ External)

Department: Hobart Township Assessor
1459 S. Lake Park Ave
Hobart, IN 46342

Position: **Assessment Specialist**

Classification: Full Time

FLSA: Non-Exempt

Direct Reports: 2

Reports to: **Hobart Township Assessor & Deputy Chief of Staff**

Requirements: High School Diploma/ G.E.D, Indiana Assessor / Appraiser Level 3 Certification (Candidates would attain the required knowledge, skills and level of certification through daily office procedures and completion of coursework for each level of certification. Equivalencies will be considered.) Must possess strong mathematical, time management, organizational and communication skills. Must have effective stress management skills.

Purpose of Position/ Summary:

To determine the value of properties, field reviews and inspections. Enter real estate and sales data, process assessment forms, prepare agenda for PTABOA, assist in various departments as needed, and defend appealed assessments at public hearings, present assessment information to the public and statistical analysis

Essential Duties/Responsibilities:

- Must be physically able to inspect properties and measure improvements on a regular basis. Required to review information about transfers of property to ensure its accuracy, checking basic information on buyers, sellers, and sales prices *making corrections as necessary. Assess the concerns/needs of taxpayers and provide excellent customer service. Must have knowledge of CAMA software, Word, Excel, GIS, and MLS. Must have knowledge of all approaches to value, real estate practices, and relevant laws, legal codes, and precedents.

Please forward completed applications and resumes to the Lake County Human Resources Department

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Applications are located on the 3rd floor of Government Center in Human Resources